

COUNTY WOMEN'S NETWORK MENTORING PROGRAM FACT SHEET

The CWN Mentoring Program is a dynamic, information development program designed to encourage the career and professional growth of women in county government. The Mentoring Program objectives are:

- ✓ To provide women in county government access to the resources of experienced, senior level county employees.
- ✓ To identify key areas of insight and accomplishment requisite for upward mobility in the county organization.
- ✓ To encourage the career and professional growth of county women.

Groups composed of five to eight protégés and three mentors form “mentoring circles,” which meet for a period of ten months, to discuss designated topics and share ideas and information for the purpose of achieving specific mentoring goals. Through this process, both mentors and protégés will gain insights and self-confidence; identify opportunities; and build lasting, cooperative relationships that will be helpful to their careers. Protégés will have the opportunity to gain useful career insights to assist them in reaching their full potential within the county organization.

After an orientation meeting, each CWN “mentoring circle” will meet on a regular basis to discuss topics agreed upon by the protégés in their initial goal-setting meeting. Through these discussions, the protégés are provided with guidance to enable informed career decisions. This is, in part, accomplished as a result of a cooperative mentor/protégé partnership.

PROTEGES

Protégés for the CWN Mentoring Program are selected from CWN members who have been employed with the county for at least two years. Protégés must receive written approval from their supervisor to participate in the program. A written application must be completed which will include biographical information and a statement of how the applicants think participation in the program will benefit them. The protégé must commit to faithfully attend approximately 10 to 12 mentor program meetings held at county work sites, usually during extended lunchtimes in brown-bag fashion.

The majority of these meetings are scheduled, and the locations determined, by the individual circles. However, there are approximately nine additional “global events,” including the orientation meeting and graduation ceremonies, which are generally held in the Central Valley area. These “global meetings” are usually two to four hours in length. Protégés are encouraged to attend all global meetings and expected to attend the majority of them.

Successful participation in the CWN Mentoring Program requires the protégé to:

- Show commitment to the county organization.
- Be open to two-way communication.
- Demonstrate initiative.
- Ask questions and seek clarification.
- Request constructive feedback.

MENTORS

Mentors selected for the program must have strong interpersonal/communication skills, in-depth knowledge of the county organization, and willingness to actively participate in the professional development of the protégés. A written application must be completed which will include biographical information and a statement of how the applicant expects to contribute to the program, along with a description of any previous experience in mentoring.

The successful mentor will be someone who has worked in the county for at least two years, and who has the desire to advise, motivate, and instruct protégés. For a period of ten months, mentors must be willing to commit to faithfully attend approximately 10 to 12 mentoring program meetings held at county work sites, usually during extended lunchtimes in brown-bag fashion.

The majority of these meetings are scheduled, and the locations determined, by the individual circles. However, there are approximately nine additional “global events,” including the orientation meeting and graduation ceremonies, which are generally held in the Central Valley area. These “global meetings” are usually two to four hours in length. All Mentors are encouraged to attend all global meetings, but at least one mentor from each circle is expected to participate in each of them.

The effective CWN program mentor is willing to:

- Serve as an advisor

- Facilitate communication.
- Encourage and contribute to the protégé's professional growth and development.
- Assist the protégé in defining career goals.

Personal Testimonial: A former protégé shared the following:

"In the 'overall' section of my annual work performance evaluation, my supervisor stated as follows: 'This evaluator is particularly pleased to see the strong commitment [protégé] has made to the mentoring program. The classes she attends are designed in part to motivate, improve self-esteem, encourage independence, and instill the importance of being a well-rounded, dependable, and productive employee. The program invests heavily in promoting personal growth. I have seen positive changes in [protégé's] performance in almost all areas previously mentioned.'"

Applications for the 2004/05 CWN Mentoring Program are being accepted through August. Don't miss out on the opportunity to participate in this dynamic and valuable program!

For more information about the CWN Mentoring Program, please visit our Web site at <http://countyline.co.san-bernardino.ca.us/cwn/default.asp> or feel free to contact the Director(s) of Mentoring: Diana Alexander (909) 388-4260 or Jeannie Adair (909) 387-6840.

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